



**UTAH INSURANCE DEPARTMENT
TITLE INSURANCE AGENCY
ANNUAL REPORT CHECKLIST**

Report is due each year by midnight April 30th
Incomplete reports will not be accepted and will be considered not filed

___ **Transmittal Document**

<http://insurance.utah.gov/rules/R592-3%20Transmittal.xls>

___ **Annual Report of Controlled Business Transactions**

[Utah Administrative Code (U.A.C.) R590-136-5]

<http://insurance.utah.gov/Title%20Transactions.pdf>

___ **Annual Report, Financial Condition, Transactions and Affairs**

[Utah Administrative Code (U.A.C.) R590-136-4]

<http://www.insurance.utah.gov/rules/r590-136.htm>

<http://insurance.utah.gov/EscrowForm.xls>

- Escrow Cost Analysis Form
- Balance Sheet, and
- Income Statement, and
 - ___ Title Separated
 - ___ Escrow Separated
- Expense Statement, or
 - ___ Title Separated
 - ___ Escrow Separated
- Profit & Loss Statement
 - ___ Title Separated
 - ___ Escrow Separated

___ **Reserve Trust Fund Report**

[Utah Code §31A-23a-204 and §31A-2-206(7)]

<http://le.utah.gov/~code/TITLE31A/htm/31A18022.htm>

<http://le.utah.gov/~code/TITLE31A/htm/31A02022.htm>

<http://insurance.utah.gov/Title%20Reserve%20Fund.xls>

- Gross income received from title insurance business:
 - Premiums + Endorsements only \$ _____
- Deposit required, 1% of gross title insurance income \$ _____
- All deposits made and dates of deposits \$ _____
- Reserve **trust** fund depository institution name(s), address(es), and account number(s)
- Balance after last deposit \$ _____
- Copies of all reserve trust account statements for the calendar year
- Reporting period (Calendar Year, not Fiscal) _____

___ **Fidelity Bond or Professional Liability Insurance Policy or Other Equivalent Approved by Commissioner (Declarations Page Only).** [Utah Administrative Code (U.A.C.) R590-136-4(B)]

<http://www.insurance.utah.gov/rules/r590-136.htm>